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TOWN OF ACTON
472 Main Street
Acton, Massachusetts, 01720
Telephone (978) 264-9622
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Board of Assessors

To: Board of Selectmen, Town of Acton
From: Jim Kotanchik, Chairman, Board of Assessors
Re: Change of Status of David Brown
Date: November 10, 2004

David Brown has been an Alternate Member of the Board of Assessors for the last year.

With the loss of one of the full time members, Mr. Brown has requested that his status be changed from Alternate Member to Full Time Member of the board. A copy of the letter from Mr. Brown with his request is attached.

Mr. Brown's credentials are outstanding. He has previously served as a full time member of the board during the period 1995 to 2001. In addition, he has successfully completed all of the training required by DOR for this position.

The Board of Assessors has voted unanimously to recommend that the Selectmen approve this change.

Jim Kotanchik, Chairman Board of Assessors

August 5, 2004

Mr. James Kotanchik, Chairman
Board of Assessors
Town of Acton
472 Main Street
Acton, MA 01720

RE: Return to Full Time Member

Dear Mr. Kotanchik:

As chairman of the Board of Assessor, I request your consideration to have my status as Alternate Member upgraded to Full Time Member. As you recall, we served together as members of the Board of Assessor from 1995 until 2001 when my membership on the Board was "sunseted". Since that time, I have been an Alternate Member of the Board.

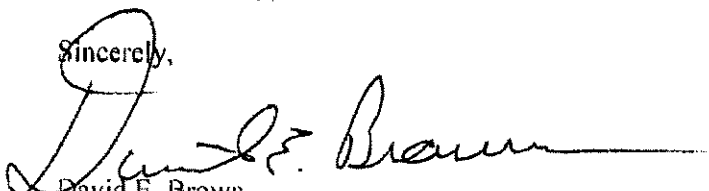
For the past three years I have been a member of the East Acton Village Planning Committee ("EAVPC"). In January '04, EAVPC created and the Planning Board adopted a Village Plan for East Acton Village. In April '04, Town meeting approved eleven Warrant Articles to help the Town realize the vision of the plan. This committee disbanded in the summer of 2004 per its charter. Completion of this project frees up significant time that I would like to redirect back toward the Board of Assessors.

As you know, being a former member of the Board of Assessor, I have taken the training courses that are required by the Commonwealth of Massachusetts. My membership to the Board of Assessor would save the Town of Acton from spending the money necessary to train another candidate at this weeklong workshop.

My work and educational experience would be an asset to the Board of Assessor. I hold a Bachelor's and a Master's degree in Business Administration. I work for Citizens Bank. Among other things, I oversee the commercial REO (Real Estate Owned) department for the institution. I have worked in the financial services sector for 18 years, always with a focus toward commercial real estate. During my tenure with the Board of Assessor, I believe my demeanor has been one of fairness with the ability to compromise when needed.

Given the above information, I request that you support my elevation from Alternate Member to Full Time Member and take my request the Board of Selectman. I thank you in advance for your assistance and support in this matter

Sincerely,


David E. Brown
8 Horseshoe Drive